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Attendance - Legacy

POL-6426052

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Overview Statement

This policy applies in full or in part to the following bargaining unit employees: Canonsburg Hospital RN, Allegheny General Hospital Service, Allegheny General Hospital Technical, Allegheny General Hospital Clerical, Allegheny Valley Hospital Service, and Allegheny Valley Hospital RN. Please refer to your Collective Bargaining Agreement (CBA) for specific applicability.

Employees are expected to report to work as scheduled and on time.

The purpose of this policy is to identify employee obligations with respect to their attendance at work. It is also intended to notify employees at what point disciplinary action will be instituted.

Details

Applicability
AHN Network-wide

Content Type
Policy

Responsible Area
Employee Relations

Executive Sponsor
Stacy Kittridge

Owner
Esgro, Mary

Former Numbers
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5/8/2026

Related Authoritative Sources

Related Content

Related Documents

Terms and Definitions

A. Occurrence - An occurrence is any unscheduled, unapproved absence from the workplace during scheduled working hours.
B. Absence occurrence - A non-exempt employee is considered to have an absence occurrence when the employee is absent from the workplace for 50% or greater of the shift for the employee's scheduled work time.
C. Attendance occurrence - A non-exempt employee is considered to have a tardy attendance occurrence when the employee swipes in five (5) minutes or more after their scheduled start time.
1. A non-exempt employee is considered to have an early swipe attendance occurrence when the employee swipes in more than five (5) minutes before their scheduled start time.
2. A non-exempt employee is considered to have an attendance occurrence if: (i) they leave their assigned work station prior to the scheduled end of their shift or (ii) they have any other unapproved absences from the assigned work station during the course of the work shift.
3. Time away from work due to a work-related injury/illness, pre-scheduled and approved time off, holidays, absences under an approved leave of absence, bereavement, or jury duty is not counted as an occurrence under this policy. For employees still eligible to accrue and use personal time benefits, personal time will not count as an occurrence.

Administration

A. Responsibilities
1. Employee - An employee is responsible for reporting to work as scheduled, working their scheduled shift and adhering to the department's reporting off work procedure. An employee is also responsible for swiping in and out and recording time in accordance with established procedures.
2. Supervisor- The supervisor is responsible for administering this policy. The supervisor is also responsible for: (i) scheduling work in a manner which meets operational/staffing needs: (ii) posting work schedules or changes in their schedules as far in advance as possible: (iii) communicating and reinforcing an employee's understanding of the attendance policies and procedures: and (iv) maintaining accurate records for attendance, including department work schedules and time records. The supervisor is also responsible for correcting attendance problems in accordance with this policy.
3. Human Resources - Human Resources is responsible for the interpretation of this policy and shall assist supervisors with its administration. Human Resources is responsible for providing consultation regarding an employee's attendance and providing recommendations for appropriate action(s).
B. Occurrence Reporting
1. A point system is utilized to report and track occurrences for the purpose of communicating the severity of occurrences and for initiating appropriate disciplinary action. The point system is as follows:
a. For absences that extend over consecutive scheduled work days, points will be applied as follows:
i. 1st Day - 3 points;
ii. 2nd Day - 2 points;
iii. 3rd Day - 2 points.
2. Each day of absence after the 3rd day will be counted as one (1) point unless the employee is on an approved leave of absence.
3. An absence on a scheduled holiday will be counted as four (4) points.
4. An attendance occurrence is considered one point.
C. Disciplinary action for occurrences will be taken once an employee meets defined point thresholds, as follows:
1. 15 points – Verbal Warning;
2. 18 points – Written Warning;
3. 21 points – Final Written Warning;
4. 24 points – Separation from employment.
D. No Call/No Show
1. An employee who is absent for one (1) scheduled shift or work day and does not notify their supervisor or designee (no call/no show) will receive a written warning in the disciplinary action process.
2. A second no call/no show will result in a final written warning.
3. A third no call/no show that is consecutive or non-consecutive with the first or second no call/no show will result in discharge.
4. An employee who is on unauthorized and/or unreported absence of three (3) consecutive work days is considered to have resigned without notice. The

effective date of the resignation will be the third consecutive day absent without notice. The employee will be notified by regular mail of the separation via abandonment of position and will not be eligible for re-employment.

E. General Provisions

1. An employee is expected to follow department reporting off work procedures and time frames. Absent specific department call off time frames, employees are expected to provide a minimum of two (2) hours' notice for a daylight shift and four (4) hours' notice for an evening or night shift.
2. If an employee will be absent or will have a disruption to the employee's scheduled work shift due to a late start, early exit, or other interruption to the full work schedule, the employee is expected to notify their supervisor or designee directly. No other individual may communicate the unscheduled absence from the workplace on the employee's behalf, unless the employee is incapacitated in some way.
3. Attendance and absence occurrences will be determined using a rolling 12-month calendar period. The step of disciplinary action is determined by the number of points accumulated during the twelve months preceding the date of the current occurrence.
4. Employees who exhibit habitual patterns of absence (e.g., occurrences occurring before or after scheduled days off, holidays, or weekends) may receive the next level of disciplinary action based upon a review of the pattern of occurrences.

Exceptions
None

Violations
Violations of this policy or related procedures may result in corrective action up to and including termination of employment.

Additional References

People Applicability
Members of a Collective Bargaining Agreement

Entity Applicability

Contact(s)

List of Approver(s)
STACY KITTRIDGE - VP LABOR, POLICY, AND M&A ENGAGEMENTS - 5/8/2024
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